

Message Text

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73-61

ORIGIN SS-20

INFO OCT-01 ISO-00 SSO-00 CCO-00 OC-06 A-01 RSC-01 /029 R

DRAFTED BY S/S-S - SWORREL

APPROVED BY S/S- GSSPRINGSTEEN

S/S-S - RGSEITZ

S/S-M - DWMILLER

S/S-O - JMEALUM

S/S-EX - RMMILLER (DRAFT)

S - MR.- CAMPBELL

----- 042033

O 012359Z FEB 74

FM SECSTATE WASHDC

TO AMEMBASSY PANAMA IMMEDIATE

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E.O. 11652: N/A

TAGS: OVIP, (KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

1. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF FSO STEPHEN W. WORREL AND SECRETARY KARLENE KNEIPS WILL SUPPORT SECRETARY'S VISIT TO PANAMA AND WILL ARRIVE ABOARD THE SECRETARY'S PLANE. PLEASE ASSIGN AN FSO TO S/S WHO SHOULD MEET TEAM AT AIRPORT AND WORK WITH THEM THROUGHOUT THE VISIT. ONE TOP SECRET CLEARED SECRETARY SHOULD ALSO BE AVAILABLE TO WORK WITH S/S THROUGHOUT VISIT.

2. SCHEDULING: A. THE POST SHOULD TRANSMIT BY CABLE/PHONE GUEST LISTS FOR ANY SOCIAL OCCASIONS AS THEY BECOME KNOWN .

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS.

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3. COMMUNICATIONS:

A. S/S WILL BE ON CALL THROUGHOUT THE VISIT. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S-S. LATERAL CABLES WILL BE SLUGGED QUOTE FOR THE SECRETARY'S PARTY UNQUOTE OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCES. IF ANY CABLE IS DELIVERED TO COMMCENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10-1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

(1) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;

(2) TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES, LIMITED OFFICIAL USE

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AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

F. SPECIAL SUMMARIES.

INSTRUCTIONS ON THE HANDLING OF SPECIAL SUMMARIES FOR

THE SECRETARY WILL BE SENT SEPTEL.

4. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE

FOLLOWING);

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED THROUGHOUT THE VISIT. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED ON ARRIVAL (INCLUDING ITEMS SINCE ONE HOUR BEFORE PARTY LEFT WASHINGTON) AND AT FREQUENT INTERVALS THEREAFTER.

C. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO ON SECRETARY SHOULD BE POUCHED DEPT. TO ATTN. OF S/S-S AFTER DEPARTURE OF PARTY.

5. MANY THANKS FOR YOUR ASSISTANCE. WE LOOK FORWARD TO WORKING WITH YOU. KISSINGER

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